



# CALIFORNIA EXPOSITION & STATE FAIR DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT																					
BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.																					
EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:																			
		____/____/____																			
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:																		
Information Technology Specialist I (Permanent Intermittent)	313-160-1402-xxx	160																			
SUPERVISOR ACKNOWLEDGEMENT																					
BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.																					
SUPERVISOR NAME:		CLASSIFICATION:																			
Pat Conner		Information Technology Supervisor II																			
SUPERVISOR SIGNATURE:		DATE:																			
		____/____/____																			
POSITION INFORMATION																					
MISSION:																					
The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.																					
CONCEPT OF POSITION:																					
Under the direction of the Information Technology Supervisor II, the incumbent will serve in a lead role in support of IT systems at Cal Expo. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical and professional behavior at all times, and work cooperatively with others.																					
SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):																					
<table border="0"><tr><td><input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE</td><td><input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION</td></tr><tr><td><input checked="" type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE</td><td><input type="checkbox"/> MAY REQUIRE DRUG TESTING</td></tr><tr><td><input checked="" type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):</td><td><input type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE</td></tr><tr><td><input checked="" type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM</td><td><input type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES</td></tr><tr><td><input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS</td><td><input checked="" type="checkbox"/> WORKS AT ELEVATED HEIGHTS</td></tr><tr><td><input type="checkbox"/> WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC</td><td><input checked="" type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY):</td></tr><tr><td><input checked="" type="checkbox"/> PERIODIC OVERTIME</td><td><input checked="" type="checkbox"/> SITTING <input checked="" type="checkbox"/> STANDING <input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> BENDING <input checked="" type="checkbox"/> LIFTING</td></tr><tr><td><input checked="" type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS</td><td><input checked="" type="checkbox"/> OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time</td></tr><tr><td><input type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)</td><td></td></tr></table>				<input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE	<input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION	<input checked="" type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE	<input type="checkbox"/> MAY REQUIRE DRUG TESTING	<input checked="" type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):	<input type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE	<input checked="" type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM	<input type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES	<input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS	<input checked="" type="checkbox"/> WORKS AT ELEVATED HEIGHTS	<input type="checkbox"/> WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC	<input checked="" type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY):	<input checked="" type="checkbox"/> PERIODIC OVERTIME	<input checked="" type="checkbox"/> SITTING <input checked="" type="checkbox"/> STANDING <input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> BENDING <input checked="" type="checkbox"/> LIFTING	<input checked="" type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS	<input checked="" type="checkbox"/> OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time	<input type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)	
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SUPERVISION EXERCISED (CHECK ONE):																					
<input type="checkbox"/> NONE <input type="checkbox"/> SUPERVISOR <input checked="" type="checkbox"/> LEAD PERSON <input type="checkbox"/> TEAM LEADER																					

FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
1-5	5999	State Fair Workers
<b>RESPONSIBILITIES OF POSITION</b>		
ESSENTIAL FUNCTIONS:		
35%	Coordinates, leads, and acts as the subject matter expert in all Help Desk activities. Distributes workload to IT staff and tracks and monitors all tickets for timely and successful completion. Assists staff as needed and often personally resolves Help Desk tickets. Documents activities and solutions and ensures staff adheres to policies, standards, and procedures. Help Desk activities includes support for desktop and other technology systems throughout the 350 acre facility.	
25%	Incumbent will act in lead role of creating, updating, and maintaining IT documentation of Cal Expo's IT systems. Produces documentation for internal use of IT Department, other Cal Expo Departments, and for outside entities. Advises management of problem areas in need of improvement. Acts as a project manager in small to medium sized projects. Research, compare, and analyze IT solutions. Obtain bids/quotes and purchase hardware and software. Administers Cal Expo's Volume License Agreement. Responsible for updating and maintaining asset inventory.	
15%	Fulfill back up roles of System Administer and Network Engineer. Assists with the development of standards and best practices to enhance Network services. Assists in a back-up role with architecture, design, configuration, integrity, administration, and sustained operation and monitoring of computer systems; including network, server, storage, operating systems, databases, hardware and software. Areas of assistance includes, but is not limited to; Active directory, file server management, Dell EMC storage cluster, MS Hyper-V, storage backups, group policy, switch management, Cisco ASA firewall, Windows Deployment Services, Aruba WiFi network, video surveillance system, access control, Law enforcement applications including CLETS, sound system and sound network, fire alarm system. Keeps current on IT trends and developments. Assists in troubleshooting and repair of the above systems.	
10%	Assists in preparation and participates in cyber security assessments and assists in remediation with complex network security efforts. Assists with the creation and submission of CDT required reports and documents. Assists with the preparation of regular Phishing exercises.	
10%	Builds and maintains strong working relationships and represents Cal Expo on technical matters with outside agencies including CA Department of Technology, Office of Emergency Services, Department of General Services, Department of Justice, State Controller's Office, Sacramento County Sheriff's Department as well as other local, state and federal agencies.	
MARGINAL FUNCTIONS:		
5%	Other duties as assigned	

## DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- Experience in communicating effectively both verbally and in writing.
- Experience in a lead technical role.
- Experience in managing and negotiating multiple and/or changing priorities in a heavy workload situation.
- Demonstrated experience in leadership, diplomacy, courtesy and customer service.
- Experience in analyzing data, drawing sound conclusions and presenting ideas and information effectively both orally and in writing.
- Experience in creating technical documentation.
- Experience building and maintaining strong working relationships with stakeholders.
- Experience with Active Directory administration.
- Experience with Windows Deployment Services.
- Project management experience.
- Experience creating and presenting training materials for end users.
- Experience with obtaining quotes and purchasing.
- Experience with the installation, configuration, repair, maintenance, and upgrading of personal computers, monitors, printers, laptops, smart phones and other related IT equipment.
- Experience recommending hardware and software solutions.
- Experience researching, comparing, and analyzing IT solutions.
- Experience with preparation, participation, and/or remediation in cybersecurity assessments.

### TELEWORK WILL NOT BE OFFERED FOR THIS POSITION

Fast-paced environment at a dynamic, 350+ acre facility. Some duties will be event related and involve outdoor work. During the State Fair, large events, and emergency services, evening and weekend work will be required and schedule will be adjusted to meet operational needs.

**SPECIAL PHYSICAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

**Constantly:** Involves 2/3 or more of a workday

**Frequently:** Involves 1/2 to 2/3 of a workday

**Occasionally:** Involves 1/3 or less of a workday

**Standing:** Occasionally

**Walking:** Frequently

**Sitting:** Frequently

**Lifting:** Occasionally

**Carrying:** Occasionally

**Stooping/Bending/Kneeling/Crouching:** Occasionally

**Reaching in Front of the Body:** Occasionally

**Climbing:** Occasionally

**Balancing:** Occasionally

**Pushing/Pulling:** Occasionally

**Fine Finger Dexterity:** Occasionally

**Hand/Wrist Movement:** Occasionally